Electronic Case Filing

STATE CORPORATION COMMISSION

User Guide for
e-Filing Documents
in Cases Before the
State Corporation Commission

January 2008

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About the Virginia SCC Electronic Case Filing System

Since April 2002, the Virginia State Corporation Commission (SCC) has electronically scanned all hard copy public documents related to SCC proceedings. This internal process has allowed all case-related documents to be accessible to the public for viewing, printing, or downloading via the Docket Search feature of the SCC website: http://www.scc.virginia.gov/caseinfo.htm

Since January 2001, the SCC has sponsored an electronic filing experiment for SCC case-related proceedings. However, the experiment limited electronic submissions to 20 pages.

In January 2008, the Commission entered a final order in case number CLK-2007-00005 that allows **electronic filing of documents of up to 100 pages** for the convenience of all case participants.

Electronic filing is not mandatory. However, the Commission strongly encourages it as allowed per the SCC's Rules of Practice and Procedure (revised January 2008).

This User Manual describes how to electronically file documents in cases before the SCC.

The specific guidelines for e-Filing are explained in Part II of this manual.

You are strongly encouraged to thoroughly review the entire manual. The following are key highlights to remember.

SCC e-Filing Highlights

- Approximately 95 percent of all documents filed in SCC cases are 100 pages or less. The size of such documents is readily manageable in an electronic form and can be conveniently printed, as needed.

- Only the most complex applications, pre-filed testimony, and exhibits exceed 100 pages. Because of their size, hard copies of such (and the required 15 copies) must continue to be filed directly with the SCC's Document Control Center.

- Any person wishing to take advantage of this feature is required to submit a signed, e-filing authorization form. **Note: Filers participating during the experiment should complete and submit a new form.** The form can be found on the SCC website at: http://www.scc.virginia.gov/clk/efiling/

- For all electronic submissions, the person signing any document must be identified as the filer regardless of who actually submits the filing on behalf of the filer.

- Any electronic submission must be sent as one file in Portable Document Format (PDF). This ensures that the electronic document file can be printed as a paper document without loss of content or appearance.

- **Electronic filing is not allowed for any documents containing confidential or proprietary information.** Confidentiality of information cannot be guaranteed in any document erroneously submitted electronically. Any confidential document to be filed under seal may be submitted on a CD-ROM computer diskette directly with the DCC.

- As an incentive to use e-filing, submissions filed electronically are exempt from the Commission's hard copy requirements. Submissions filed electronically that otherwise would incorporate large exhibits impractical for conversion to electronic format must be identified in the filing and include a statement that the exhibit has been filed in hardcopy and is available from the SCC or the filing party. Each such exhibit must be filed in original and 15 copies.

- Electronic filings may be submitted at any time (24 hours/7 days). The official receipt of the document is the date and time the electronic version is received by the SCC's computer system.

- Documents successfully submitted electronically to the SCC will result in a return e-mail acknowledgement to the filer to indicate that the SCC has received the electronic submission.

- An electronic submission can be rejected by the Document Control Center if not properly identified or if it does not comply with all formatting requirements. The filer will be notified of any rejection.

- Any correction or modification to an electronic filing already submitted and accepted will require a revised filing with the SCC. In other words, an already submitted filing cannot be substituted or replaced. Instead, both filings will be posted in the order of receipt.

- The filer is responsible for any delay, disruption, or interruption of the electronic submission and accepts the full risk that the document may not be properly filed as a result.

- The filing party is responsible for serving the document in accordance with applicable rules and orders, including service on the appropriate SCC attorney. If any party indicates a preference, it is permissible to provide such documents electronically.

- In the event the electronic filing procedure is not a convenient method for submitting an electronic version of a document with the SCC, the Document Control Center will accept a computer CD-ROM(s) [Compact disk, read-only-memory]. With any disk submission, the disk must be clearly labeled with the case number, the name of the filing party, a brief description of the document, the number of pages, and any special instructions, i.e. proprietary version or public version. If the CD-ROM contains a filing that exceeds 100 pages, the filer must still provide an original and 15 copies per the SCC's Rules of Practice and Procedure.

Electronic Filing Overview

There are four steps that must be taken prior to using the SCC's Electronic Case Filing System.

1. Obtain a copy of the User Manual from the SCC website and review its contents. The manual is available on the SCC website at: http://www.scc.virginia.gov/clk/efiling/

2. Complete and submit the SCC's e-filing authorization form. The form can be printed or downloaded from the SCC website at: http://www.scc.virginia.gov/clk/efiling/

   Note: Filers participating during the experiment should complete and submit a new form.

3. Upon receipt of the authorization form, an authorized e-filer will receive a confirmation e-mail by which to log in to the system and create a personal password. (8-10 characters are required, and must include at least one alpha and one numeric character.) You cannot use any special characters or symbols. The password is case sensitive.

4. Obtain Adobe Acrobat software (preferably the latest upgraded version) to convert your documents to the required portable document format (PDF). See http://www.adobe.com to learn more about the Acrobat software.

For questions or additional information on the SCC's Electronic Case Filing system, contact:

Ken Schrad
ken.schrad@scc.virginia.gov
(804) 371-9141 or (804) 371-9858

Document Control Center
Clerk's Office
(804) 371-9033

Part I – Getting Started

A. How Do I Begin?

Complete the SCC Electronic Filing Authorization Form. The form is available in two versions, a Microsoft Word File or a PDF file, on the SCC website at: http://www.scc.virginia.gov/clk/efiling/

- Both forms have text boxes in which you can complete your information.
- Both forms can be downloaded and saved on your computer.
    - If you enter data in the Word version, the information will be retained when downloaded.
    - If you enter data in the PDF version, the information will not be retained when downloaded.
- Both forms can be printed before or after entering the information.

Whatever method you choose to complete the form, it must be physically signed by the filer seeking authorization to electronically file.

Note: Filers participating during the experiment should complete and submit a new form.

By submitting the authorization form, you agree to abide by the SCC's Electronic Document Filing rules and guidelines. Further, you agree that your e-mail address and personal filer password shall serve as and constitute your signature for all purposes with respect to any document that you submit or authorize to be submitted electronically.

For all electronic submissions, the person signing any document must be identified as the filer regardless of who actually submits the filing on behalf of the filer.

The authorization form must be physically mailed or hand delivered to the Document Control Center of the Clerk's Office. The Clerk's Office must have the actual signature on file (not a copy, facsimile, or electronic replication). The actual signature supplied on the authorization form fulfills the requirements of 5 VAC 5-20-20 of the SCC's Rules of Practice and Procedure (http://www.scc.virginia.gov/commission/rules.htm).

If a filing deadline is imminent and an authorization form has not yet been received by the Document Control Center, a signed electronic version of the authorization form will be accepted temporarily until the actual form is received. **Caution: Any such emergency request does not guarantee that authorization can be achieved prior to the filing deadline**.

Once the Document Control Center receives an authorization form, the SCC will notify the authorized filer by e-mail that an e-Filing account has been created. The e-mail will contain a link to allow the authorized filer to log into the account for the first time.

Dear eFiling User,

As a result of submitting the eFiling Authorization form with the Clerk's Office of the Virginia State Corporation Commission, a new eFiling account has been created for you.

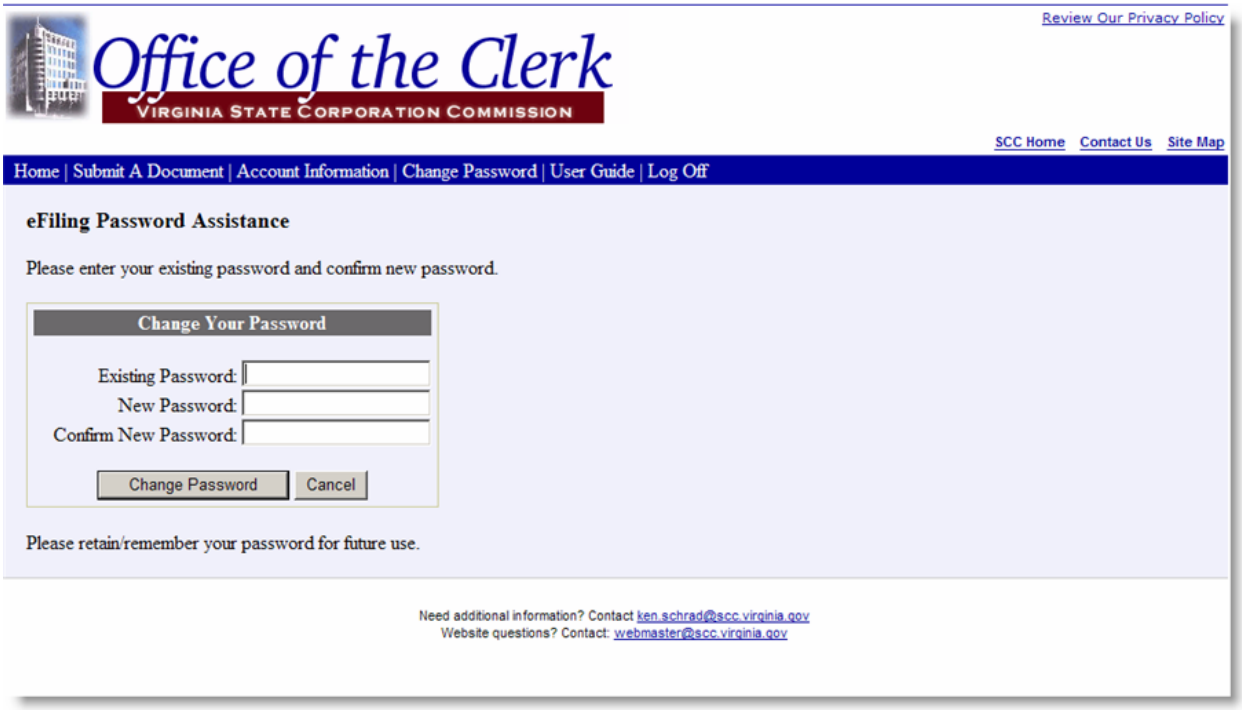
Please use the following link http://scctest2/eFilingPublic/ResetPassword.aspx?id=bQBnAHIAaQBmAGYAaQBuAEAAcwBjAGMALgBzAHQAYQB0AGUALgB2AGEALgB1AHMAfABeZlO03iMcpGXnMw9mQ%2f3%2fmrGZxw%3d%3d to log into your account for the first time. The password link will expire in 72 hours.

After logging into the SCC eFiling Website for the first time, you will be prompted to enter a new password (you need to enter this twice). Please retain your new password for future use.

Once you have entered your new password and logged into the system, please review your account information to ensure its accuracy.

Please print this email to retain it for your records.

Upon logging into the system, you will be prompted to enter a new password (twice for confirmation). The password must be 8-10 characters in length and must include at least one alpha and one numeric character. You cannot use any special characters or symbols.



Click on CHANGE PASSWORD which will log you into the system. The CANCEL button will clear any password entry and you can try again.

Once logged in, you should review your user account information to ensure that the information entered by the system administrator is accurate.

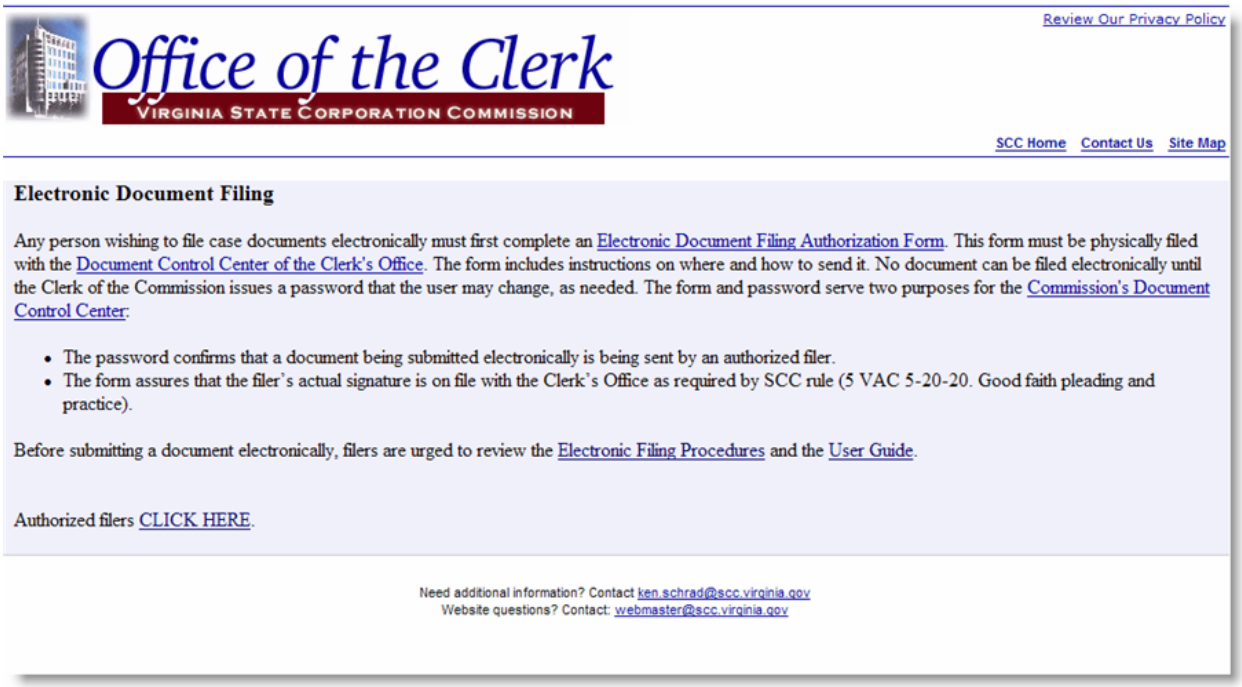
B. How Do I File a PDF File on the SCC Web Site?

Go to the SCC website at www.scc.virginia.gov

Click on the link to Case Information - http://www.scc.virginia.gov/caseinfo.htm

Click on the link to Electronic Filing - http://www.scc.virginia.gov/clk/efiling/

Your computer screen will display the following:



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Electronic Document Filing

Any person wishing to file case documents electronically must first complete an Electronic Document Filing Authorization Form. This form must be physically filed with the Document Control Center of the Clerk's Office. The form includes instructions on where and how to send it. No document can be filed electronically until the Clerk of the Commission issues a password that the user may change, as needed. The form and password serve two purposes for the Commission's Document Control Center:

- The password confirms that a document being submitted electronically is being sent by an authorized filer.
- The form assures that the filer's actual signature is on file with the Clerk's Office as required by SCC rule (5 VAC 5-20-20. Good faith pleading and practice).

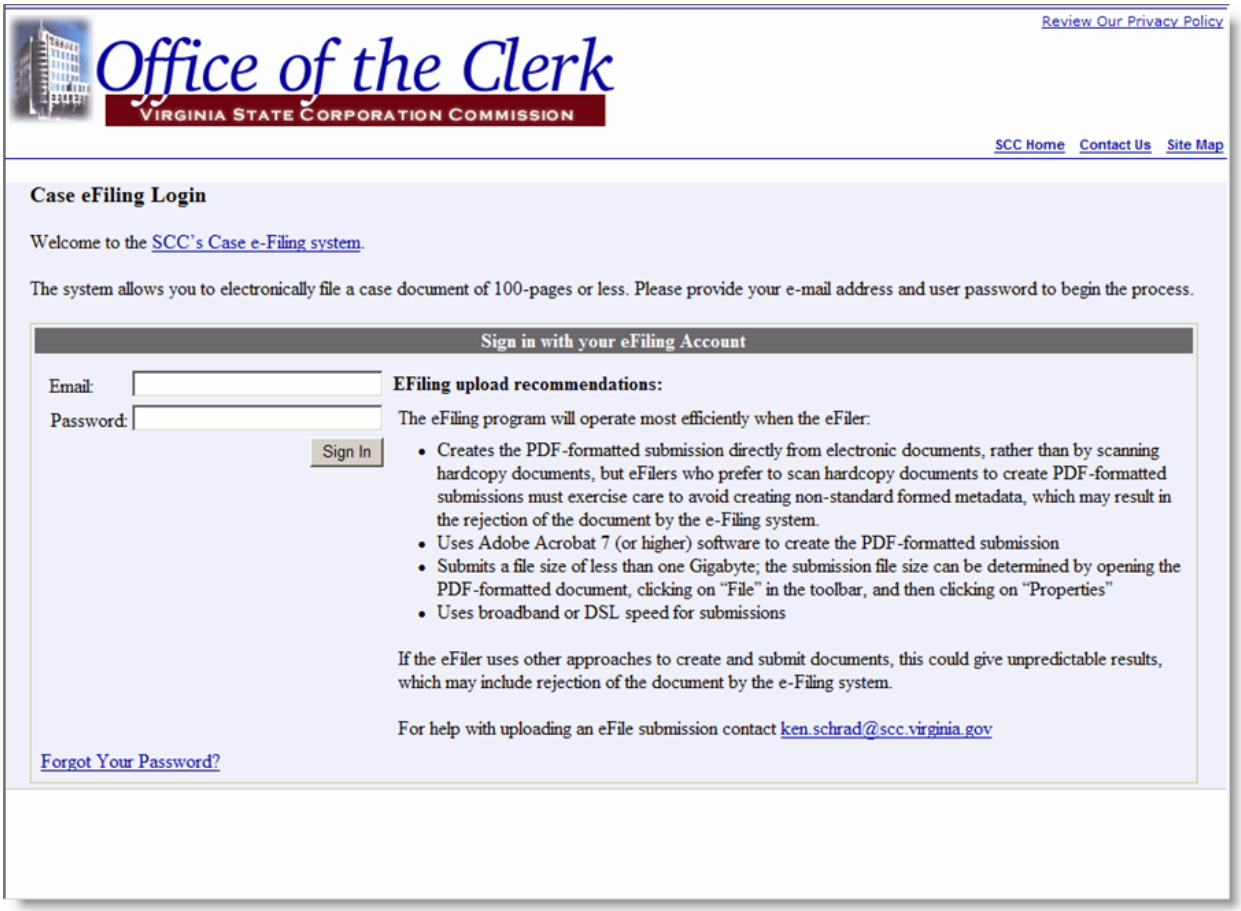
Before submitting a document electronically, filers are urged to review the Electronic Filing Procedures and the User Guide.

Authorized filers CLICK HERE.

Need additional information? Contact ken.schrad@scc.virginia.gov
Website questions? Contact: webmaster@scc.virginia.gov

Assuming you have met all of the requirements described in Part I, click on the AUTHORIZED FILERS button.

You will be prompted to Log In by entering your e-mail and your password.



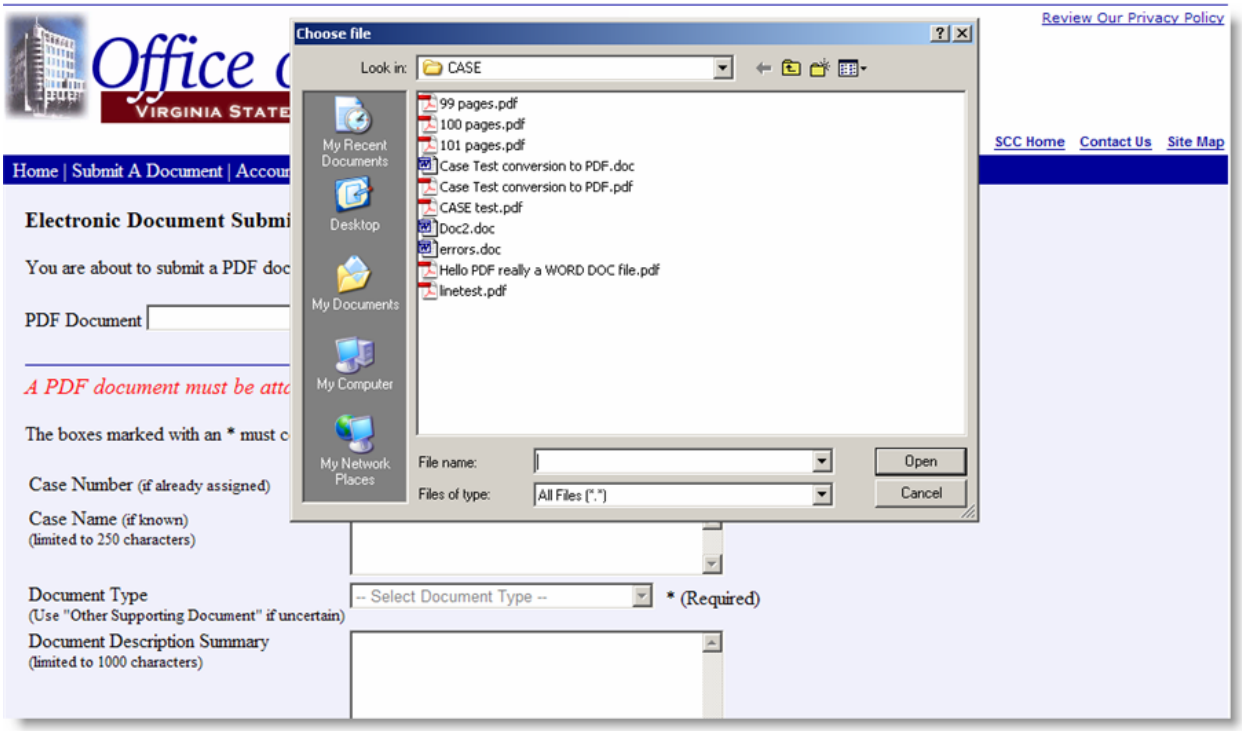
Once the information is entered, click on SIGN IN.

Your computer screen will display a Welcome page

Click on the link to SUBMIT A DOCUMENT. Your computer screen will now display the Document Submission page.

Nothing can happen until you first attach the PDF file you intend to electronically submit to the SCC.

Step 1 – click on the BROWSE button to find the PDF file on your computer in whichever drive (C: , D: , U: , etc.) it may be stored. This configuration may depend on your own computer system or that of the firm or organization that operates your information technology system.

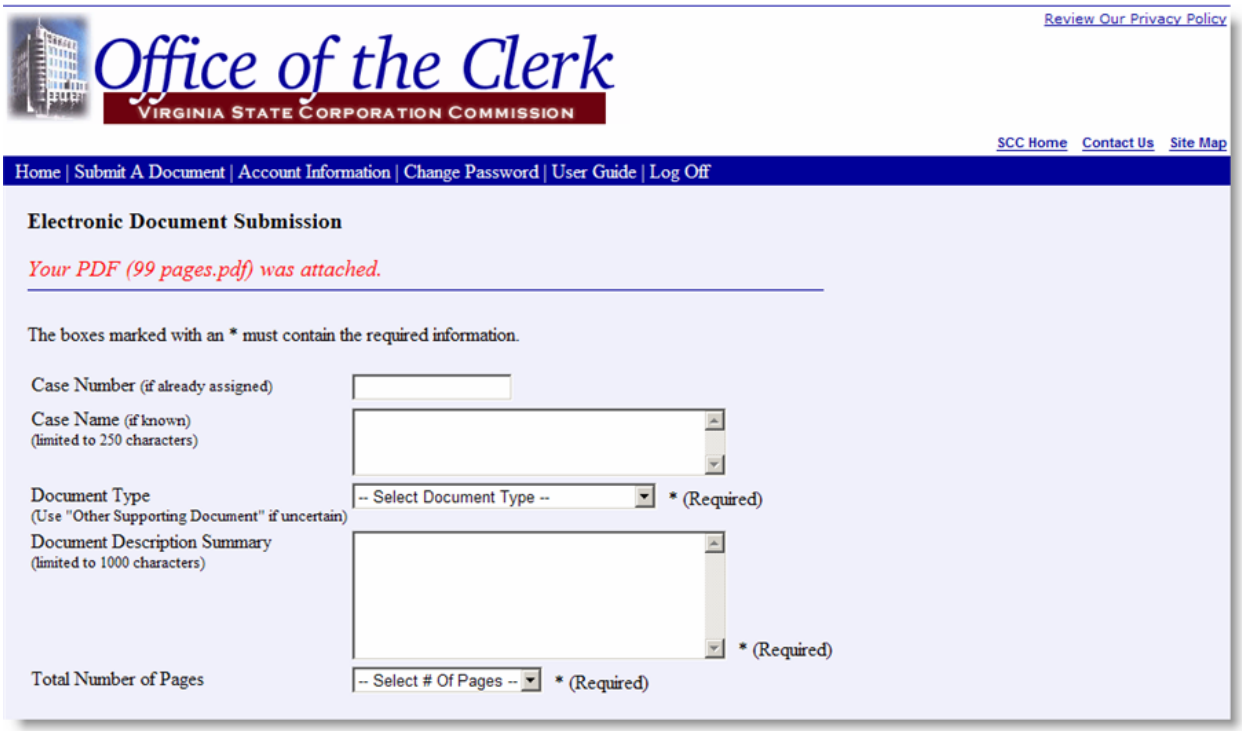


Step 2 – choose the correct file and click on OPEN

The selected file will automatically transfer and the name of the file will show in the text box.

If you are certain it is the correct file, click on ATTACH PDF.

A new page will display on your monitor indicating the name of the attached file.



Step 3: Now you will be able to enter the requested information in each text box.

The Case Number (if already assigned).

This number is assigned by the Clerk's Office the first time it receives any new application, petition, motion, complaint, or pleading.

Typical Case Number Format:

CLK–2008–00005
(area)–(year)–(number assigned by Clerk)

Areas:

CLK – Cases involving Office of the Clerk
BFI – Cases involving Financial Institutions
INS – Cases involving Insurance
PUC – Cases involving Communications
PUE – Cases involving Energy
SEC – Cases involving Securities
URS – Cases involving Utility & Railroad Safety

The Case Name (if known).

This is typically how an SCC case is styled.

> APPLICATION OF
> HIGHLAND NEW WIND DEVELOPMENT, LLC
>
> For Approval to Construct, Own and
> Operate an Electric Generation
> Facility in Highland County,
> Virginia pursuant to §§ 56-46.1 and
> 56-580 D of the Code of Virginia

The Document Type (required).

A dropdown menu is available that allows you to select the type which most accurately represents this particular document. Simply scroll down the list until you find the proper document type and then double click on it to automatically populate this field.

Document Description Summary (required)

This is a brief description of the document being submitted. Limited to 1,000 characters, it may be the same as the paragraph that describes the document in any cover letter that accompanies the filing. This same summary will appear as the description on the SCC website and on the Daily Document Log Report prepared by the SCC's Document Control Center.

Sample Entry:

> Hearing Examiner Recommends The SCC Enter An Order That:
> Adopts The Findings Set Forth Above; 2) Approves The Stipulation;
> And 3) Dismisses This Case From The SCC's Docket Of Active Cases
> And Passes The Papers Herein To The File For Ended Causes.

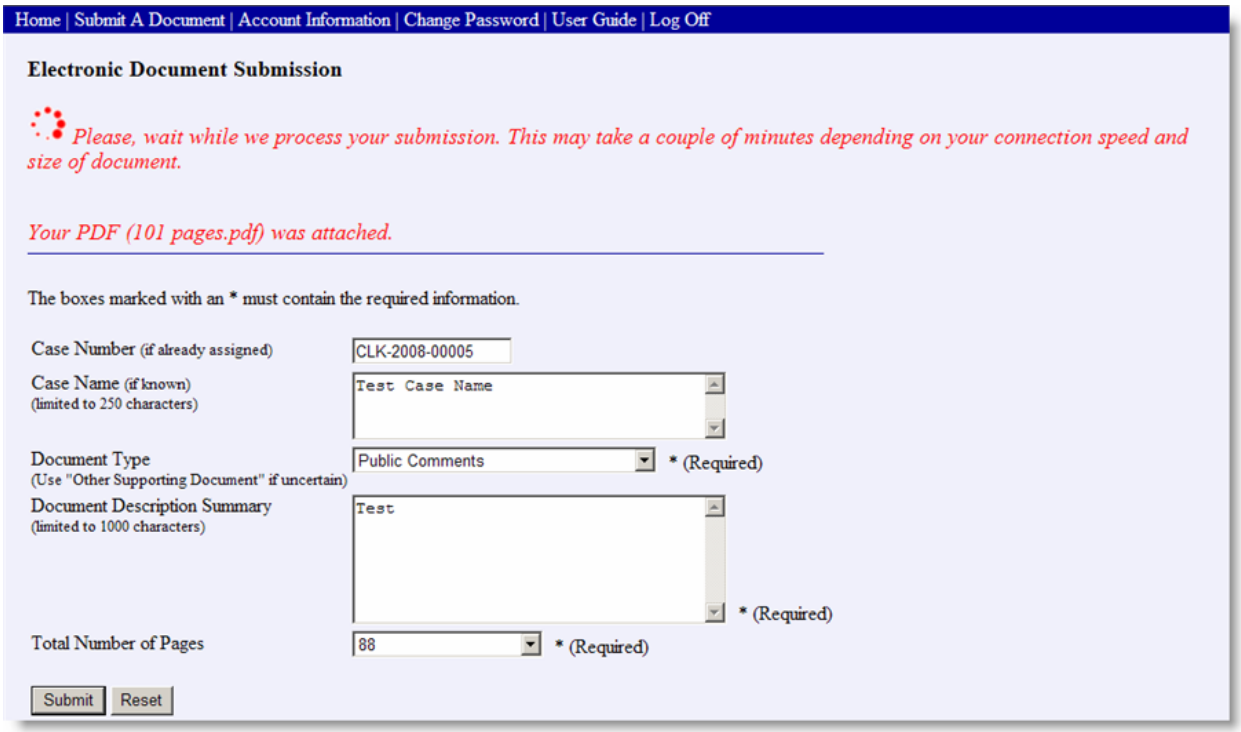
Total Number of Pages (required)

This number should represent all pages that will be generated by the PDF file. It may not exceed 100. Even if you enter 99 and try to sneak a 101-page PDF file through the system, it will automatically reject the file for being too large.

Upon completion click on the SUBMIT button.

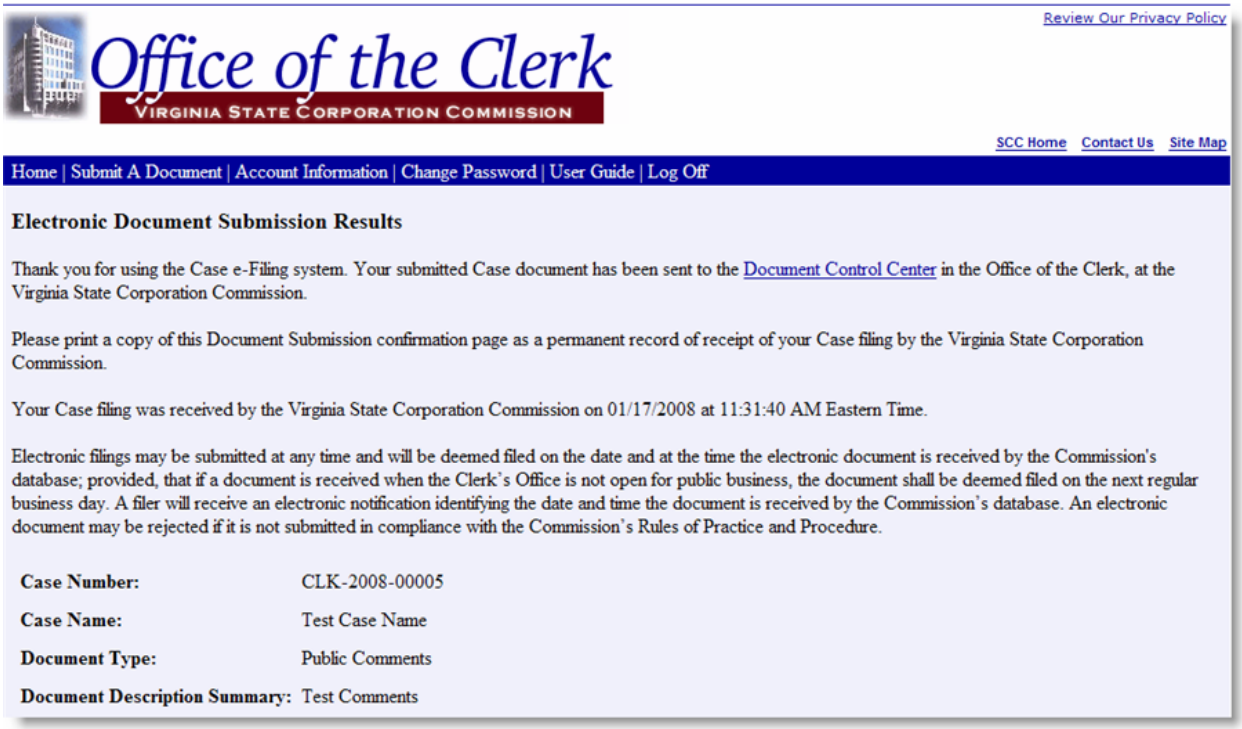
The RESET button will clear all information and the file attachment and you will be required to start again.

After hitting SUBMIT, the following screen will appear on your monitor while the submission is processed. Expect a delay depending on your Internet connection speed and the size of the document being sent.



A successful transmission will cause a Submission Result screen to appear on your monitor.

It is strongly recommended that you print a copy of this confirmation page as your record of the filing. It will include the date and time the filing was received by the SCC's computer system.



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Home | Submit A Document | Account Information | Change Password | User Guide | Log Off

Electronic Document Submission Results

Thank you for using the Case e-Filing system. Your submitted Case document has been sent to the Document Control Center in the Office of the Clerk, at the Virginia State Corporation Commission.

Please print a copy of this Document Submission confirmation page as a permanent record of receipt of your Case filing by the Virginia State Corporation Commission.

Your Case filing was received by the Virginia State Corporation Commission on 01/17/2008 at 11:31:40 AM Eastern Time.

Electronic filings may be submitted at any time and will be deemed filed on the date and at the time the electronic document is received by the Commission's database; provided, that if a document is received when the Clerk's Office is not open for public business, the document shall be deemed filed on the next regular business day. A filer will receive an electronic notification identifying the date and time the document is received by the Commission's database. An electronic document may be rejected if it is not submitted in compliance with the Commission's Rules of Practice and Procedure.

Case Number:	CLK-2008-00005
Case Name:	Test Case Name
Document Type:	Public Comments
Document Description Summary:	Test Comments

IMPORTANT!

Electronic filings may be submitted at any time and will be deemed filed on the date and at the time the electronic document is received by the SCC's database. If a document is received when the Clerk's Office is not open for public business, the document shall be deemed filed on the next regular business day. A filer will receive an electronic notification identifying the date and time the document is received by the Commission's database. An electronic document may be rejected if it is not submitted in compliance with the Commission's Rules of Practice and Procedure and the Electronic Filing Procedures.

As a fail-safe, the same message as it appeared while using the e-Filing system will come to you in the form of an e-mail to the address of the authorized filer.

This email was sent to you for informational purposes only. Please do not reply to this email address.

Thank you for using the Case e-Filing system. Your submitted Case document has been sent to the Document Control Center in the Office of the Clerk, at the Virginia State Corporation Commission.

Your Case filing was received by the Virginia State Corporation Commission on 1/17/2008 at 11:31:40 AM Eastern Time.

Electronic filings may be submitted at any time and will be deemed filed on the date and at the time the electronic document is received by the Commission's database; provided, that if a document is received when the Clerk's Office is not open for public business, the document shall be deemed filed on the next regular business day. A filer will receive an electronic notification identifying the date and time the document is received by the Commission's database. An electronic document may be rejected if it is not submitted in compliance with the Commission's Rules of Practice and Procedure.

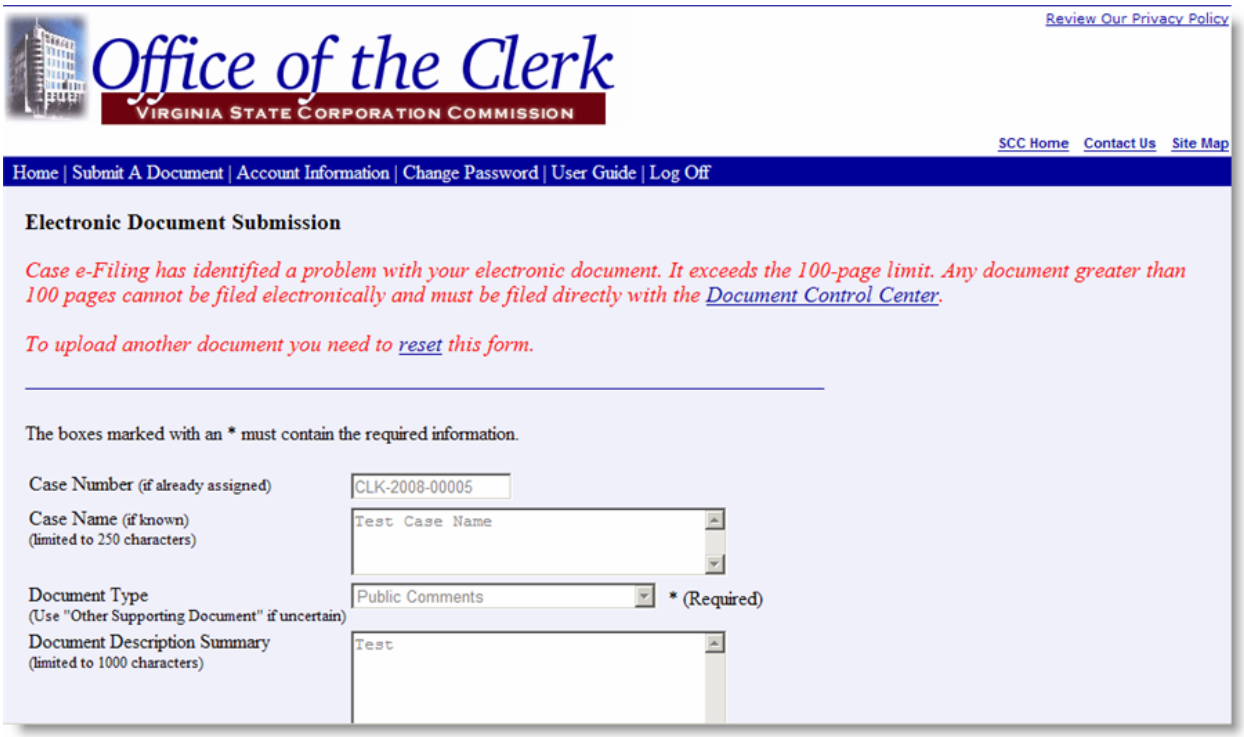
Case Number:	CLK-2008-00005
Case Name:	Test Case Name
Document Type:	CMTP
Document Description Summary:	Test Comments
Number of Pages:	88
Filer's Law Firm, Company or Organization:	State Corporation Commission

SUBMISSION ERRORS

If the attached file is not a PDF file, you will be advised of that error and asked to attach a properly formatted file.

If any required information is not provided in the text box, you will automatically be prompted to fulfill that requirement and resubmit.

If the document being submitted is too large (exceeds 100 pages) or if during processing it is discovered that the document contains a virus, you will be advised of that error and you will need to begin the process again.



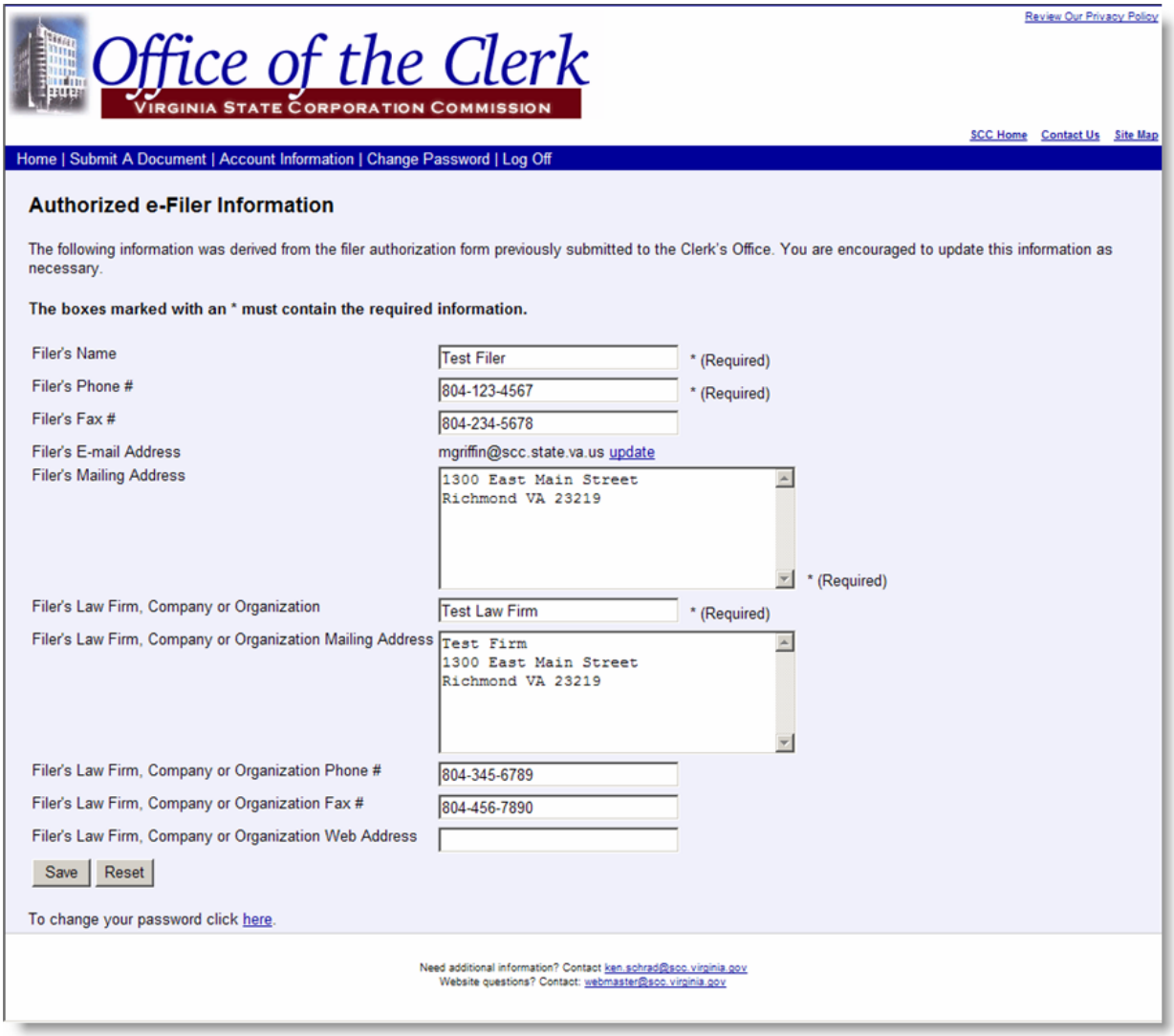
LOGOFF

For your own security and that of the SCC's e-Filing system, a user should click on LOG OFF every time you wish to exit. Use the menu bar that appears at the top of each webpage during which you are actively logged in.

IMPORTANT – You are automatically timed out of the system after 20 minutes of inactivity. If timed out, you must log back into the system.

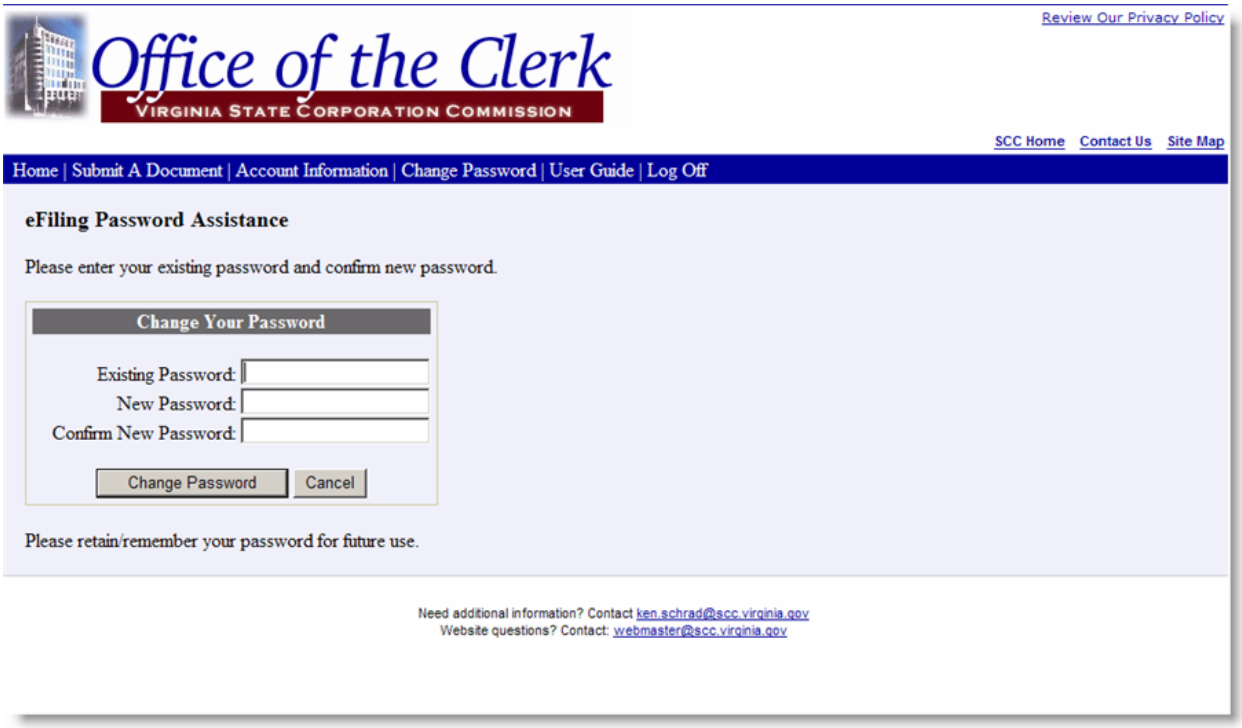
C. How Do I Change My User Information?

Once an account has been established, the authorized filer is responsible for ensuring that the information is current.

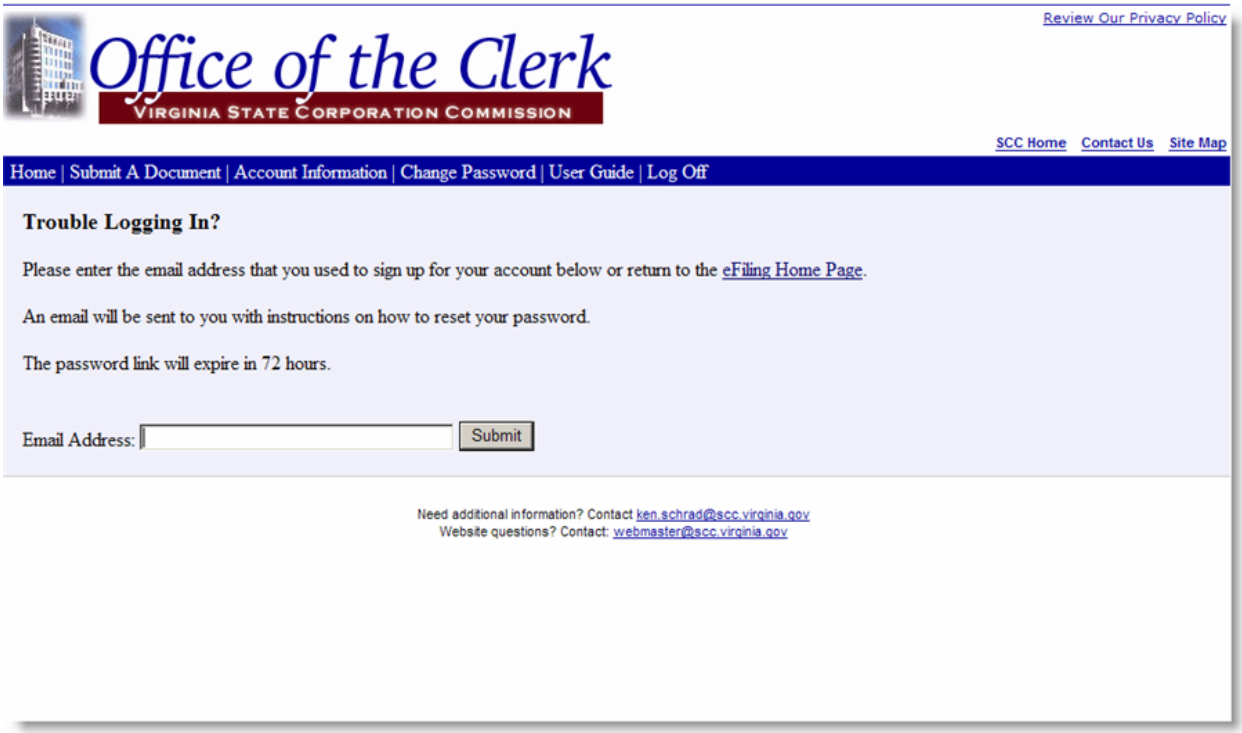


At any time, an authorized filer may update the account information through the SCC website e-Filing system. Make any necessary changes and then click on SAVE. The RESET button will clear any newly entered information and you can try again. Upon updating the user account information, an e-mail will automatically be sent to the filer acknowledging that changes have been made.

To change your password, click on any CHANGE PASSWORD prompt. You will be asked to enter your old password, and then enter the new password (twice for confirmation).



If you forgot your password, click on any FORGOT PASSWORD prompt. You will be asked to enter your e-mail address.



Upon submission, the SCC will notify the authorized filer by e-mail.

The e-mail will contain a link to allow the authorized filer to log into the account by selecting a new password.

This email was sent to you automatically by the SCC eFiling server and is part of the password resetting process. Please do not reply to this email address.

A request has been submitted to reset your password for the Virginia State Corporation Commission's eFiling System.

This is done for your protection -- only you, the recipient of this email, can take the next step to reset your password.

To continue, follow the link below, which will lead you to a webpage that will help you reset your password. In order to reset your password you will need to enter a new password (you need to enter this twice). Click on the Submit button, and your password will be reset. The password link request will expire in 72 hours.

http://scctest2/eFilingPublic/ResetPassword.aspx?id=bQBpAGsAZQAuAGcAcgBpAGYAZgBpAG4AQABzAGMAYwAuAHYAaQByAGcAaQBuAGkAYQAuAGcAbwB2AHwAFcnDiiEqEnqTDJLmR0PbII3d

Please retain your new password for future use.

Upon logging into the system, you will be prompted to enter a new password (twice for confirmation). The password must be 8-10 characters in length and must include at least one alpha and one numeric character. You cannot use any special characters or symbols. The password is case sensitive.

Please remember your password.

Part II – General Guidelines

SCC Guidelines for Electronic Document Filing

Authorization to File Electronically

1. In order to submit an electronic document of 100 pages or less, the filer must complete a submission form available only on the SCC's website at: www.scc.virginia.gov/clk/efiling/
2. Electronic submission of a document by an authorized filer is a matter of convenience. Authorized filers are encouraged but not required to participate.
3. All required information fields on the form must be completed in order for a document to be sent electronically.
4. The submission form must contain the following information: Case Number (if already assigned); Case Name (if known); Document Type; Document Description Summary (describing content of document); Total Number of Pages.
5. The person who signed the document must be identified as the filer regardless of who actually submits the filing on behalf of the filer.
6. The submission must be a Portable Document Format (PDF) file. The electronic document file must be capable of being printed as a paper document without loss of content or appearance for inclusion in the official case file.
7. A document must be submitted as one electronic file. The submission cannot exceed 100 pages 8 ½ by 11 inches in dimension. Submissions filed electronically are exempt from the copy requirements of the SCC's Rules of Practice and Procedure.
8. Submissions filed electronically that otherwise would incorporate large exhibits impractical for conversion to electronic format must be identified in the filing and include a statement that the exhibit was filed in hardcopy and is available for viewing at the Commission or a copy may be obtained from the filing party. Each such exhibit must be filed in an original and 15 copies.
9. Electronic filings may be submitted at any time and will be deemed filed on the date and at the time the electronic document is received by the SCC's database. If a document is received when the Clerk's Office is not open for public business, the document shall be deemed filed on the next regular business day. A filer will receive an electronic notification identifying the date and time the document is received by the SCC's database. An electronic document may be rejected if it is not submitted in compliance with these rules.
10. All electronic documents will be scanned for computer viruses prior to processing. Any document found to contain a virus will not be accepted for processing.
11. An electronic submission will be accepted by the Document Control Center only if it is properly identified and it complies with all formatting requirements. Documents successfully submitted electronically to the Commission will result in a return e-mail acknowledgement to the filer to indicate that the SCC has received the electronic submission.

12. Any correction or modification to a document filed electronically will require a revised filing with the SCC. In other words, a document already filed cannot be substituted or replaced. Instead, both documents will be posted online in the order of receipt.
13. The filer is responsible for any delay, disruption, or interruption of the electronic submission and accepts the full risk that the document may not be filed as a result.
14. All electronic documents must conform to the common written format requirements of the SCC's Rules of Practice and Procedure.
15. Most electronically filed documents are public records and will be available for viewing on the SCC's website as well as in the Clerk's Office.
16. Documents containing confidential or proprietary information cannot be submitted electronically. Confidentiality is waived for any information in documents submitted electronically. Documents to be filed under seal may be submitted on computer diskette, if authorized by the SCC. (See item 20.)
17. Use of video or sound within the body of an electronically submitted document is not allowed.
18. Hyperlinks embedded within an electronic document may only refer to information within that same document. Hyperlinks should not be used to refer to external documents or information sources that are likely to change.
19. The filing party is responsible for serving the document in accordance with applicable rules and orders, including service on the appropriate SCC attorney. If the parties agree, it is permissible to serve such documents electronically.
20. In the event the electronic filing procedure is not a convenient method for submitting an electronic version of a document with the SCC, the Document Control Center will accept a CD-ROM computer diskette. With any diskette submission, the diskette must be clearly labeled with the case number, the name of the filing party, a brief description of the document, the number of pages, and any special instructions, i.e. proprietary version or public version. If the diskette contains a filing that exceeds 100 pages, the filer must still provide an original and 15 paper copies per the SCC's Rules of Practice and Procedure.
21. Once registered, any authorized electronic filer may change their user information through the "on-line" electronic user account management feature on the Case e-Filing system.
22. For further information or for assistance, contact Ken Schrad by e-mail, ken.schrad@scc.virginia.gov, or by telephone at (804) 371-9141.

Part III – Adobe Acrobat

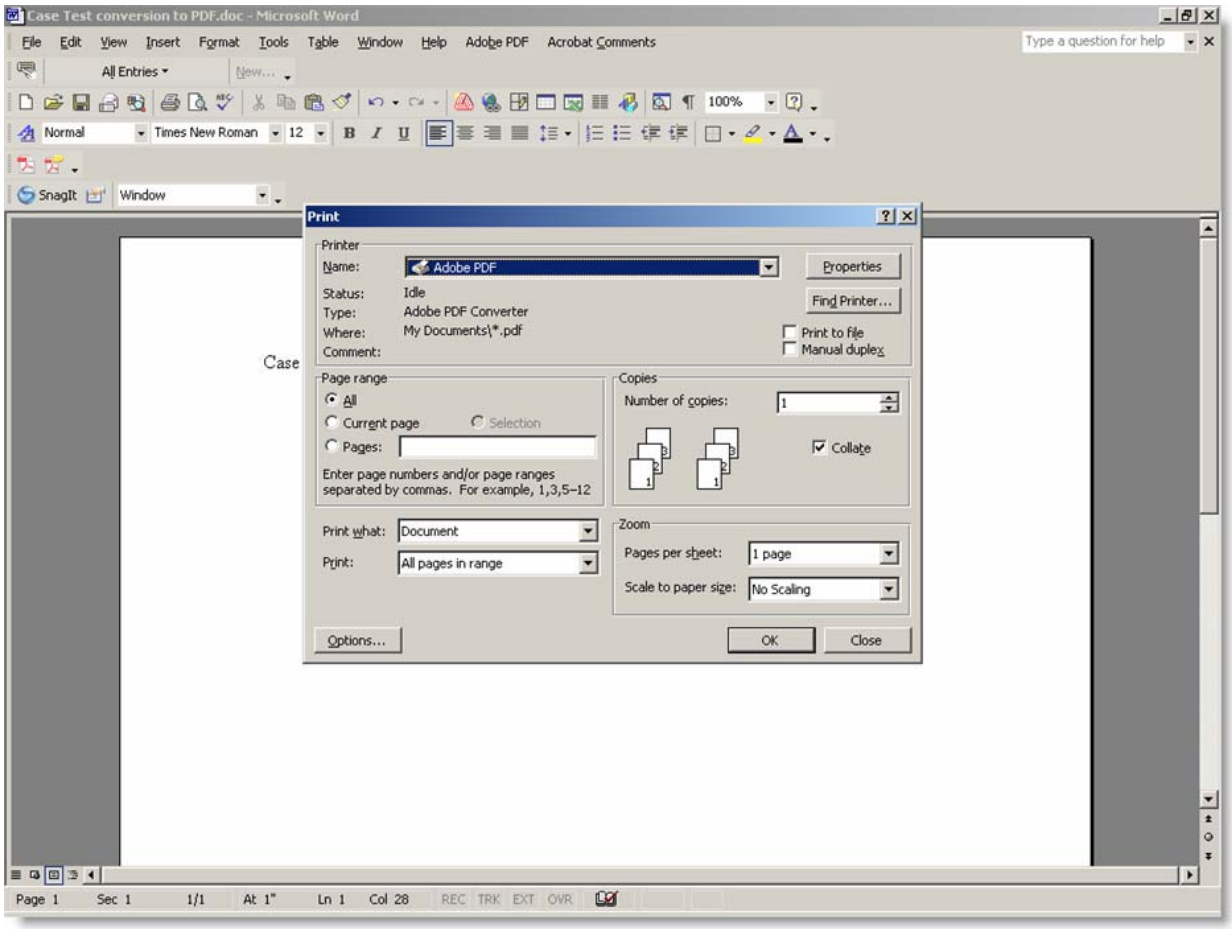
You must have Adobe Acrobat software (preferably the most up to date version) to convert documents to PDF. See www.adobe/com/products/acrobat/main.html to learn more about the Acrobat software.

A. How to Create a PDF file from a Word Processing File

1. Open the selected file.

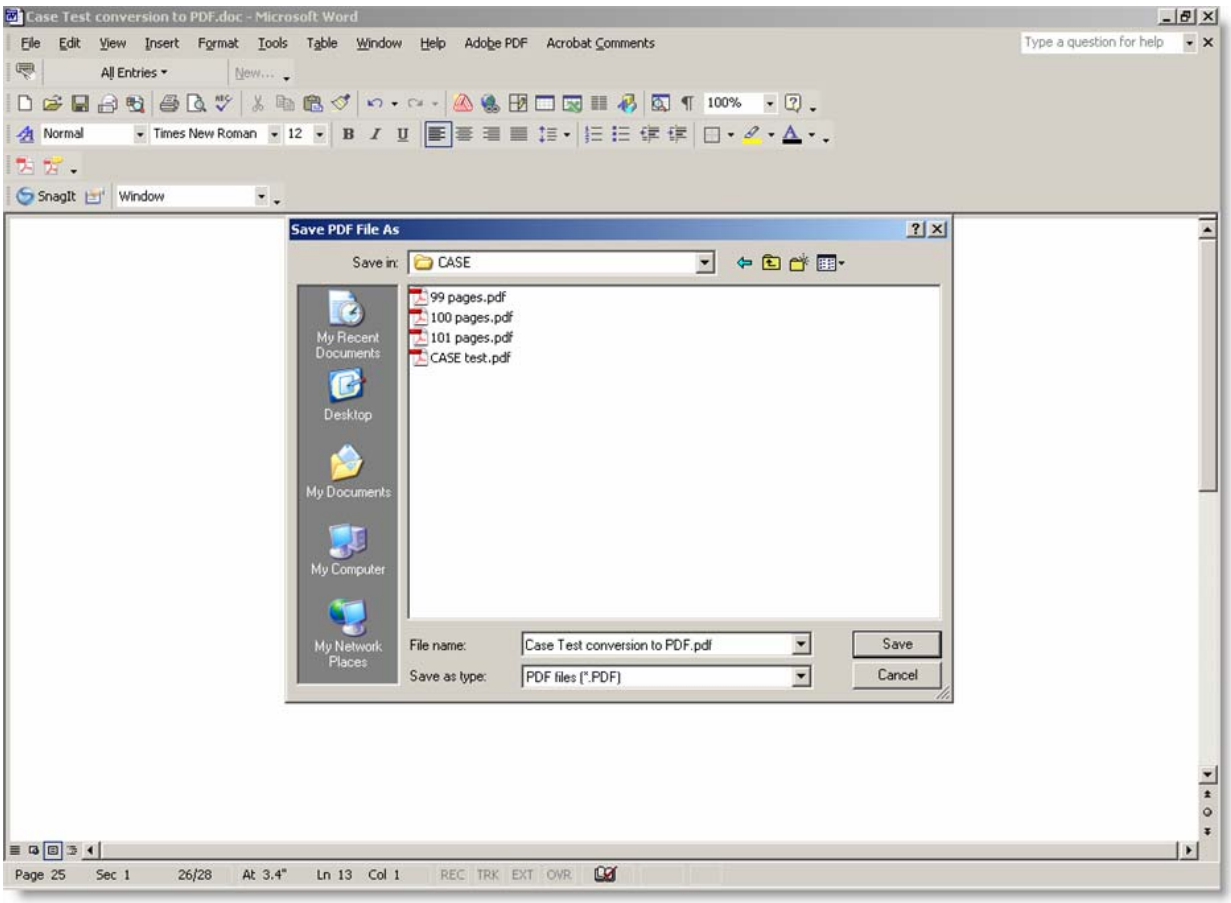
2. After opening the document, select FILE from the menu bar, then select PRINT.

3. A print screen will appear. To produce a drop-down menu, click on PRINTER arrow to see a drop-down menu of options.



4. Select ADOBE PDF from the printer choices. Click on OK at the bottom of this screen.

5. You will be prompted to save the file as a PDF file. Select a drive to save file, give the file an appropriate name, and save.



6. Use this same file when uploading the filing to the SCC's Case e-Filing System [See page 12].

B. Creating a PDF file from Paper (Scanning)

Generally, documents should not be scanned but converted to PDF directly from the original source file. It is recognized, however, that there are some instances where scanning is the only option. Be sure that your scanner is set to 300 dpi (the best resolution for Optical Character Recognition and capture). Check your scanner documentation for instructions on how to do this.

Make sure that you utilize the "paper capture" feature on a PDF document (this converts the file from a graphic image to a text-based document, reducing the size of the file, and allows for text copying). All scanned documents must be captured to convert the image into text using the OCR capability of Adobe Acrobat. All captured suspects (for example reads an "a" as an "o") must be checked and corrected as needed.

For more information on how to capture PDF Original Image with Hidden Text, open Adobe Acrobat and select "Help" from the tool bar, then select the "Acrobat Guide" and see the section titled "Capturing Pages" to convert to searchable text.

Tip: The eFiling program will operate most efficiently when the eFiler: creates the PDF-formatted submission directly from electronic documents, rather than by scanning hardcopy documents, but eFilers who prefer to scan hardcopy documents to create PDF-formatted submissions must exercise care to avoid creating non-standard formed metadata, which may result in the rejection of the document by the e-Filing system.

Part IV – Alternate Emergency Procedure

What to do if the SCC's Electronic Case e-Filing website is not accessible or available.

There may be an occasion when a user is unable to access the SCC website due to problems with the computer systems of the Commonwealth of Virginia, the SCC, or the user's own network or Internet access.

Alternate methods for submitting files should only be used if regular access is not available. All submissions must contain a properly created PDF file to be accepted.

The following methods are NOT to be used as the normal filing mechanism.

1. If access is unavailable, but you do have access to e-mail, e-mail the file to: ken.schrad@scc.virginia.gov

   The message area should contain the identifying information listed below, and the PDF file should be attached to the message. This is the same information that is entered under "document information" when submitted via the e-Filing website and includes:

   Name of the person submitting the document
   Name of the organization on whose behalf the document is being submitted
   The Case Number (if known)
   Case Name (if known)
   Document Type
   Document Description Summary
   Total Number of Pages

2. If all else fails, the Document Control Center will accept a computer CD-ROM(s)\ [Compact disk, read-only-memory]. With any disk submission, the disk must be clearly labeled with the case number, the name of the filing party, a brief description of the document, the number of pages, and any special instructions, i.e. proprietary version or public version. If the CD-ROM contains a filing that exceeds 100 pages, the filer must still provide an original and 15 copies per the SCC's rules. Hand deliver to:

   State Corporation Commission
   Document Control Center – Clerk's Office
   Tyler Building, 1st floor
   1300 East Main Street
   Richmond, Virginia 23219

   Plan ahead and create a contingency procedure. Computer or network problems can arise at any time. If the Electronic Case e-Filing website is not available, please provide enough time to submit a document in an alternate manner to meet your filing deadline.

   <u>The SCC is not responsible for any items that are not received because of a failure in delivery mechanisms.</u>